

**Bossier Parish Assessor  
Benton, Louisiana**

**Financial Statements With Auditor's Report**

**As of and For the Year Ended December 31, 2013**

Bossier Parish Assessor  
Benton, Louisiana

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## Independent Auditors' Report

Bossier Parish Assessor  
Benton, Louisiana

### **Report on the Financial Statements**

We have audited the accompanying financial statements of the governmental activities and major fund of the Bossier Parish Assessor, as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Bossier Parish Assessor's basic financial statements as listed in the table of contents.

### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### ***Auditors' Responsibility***

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

### ***Opinions***

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Bossier Parish Assessor as of December 31, 2013, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

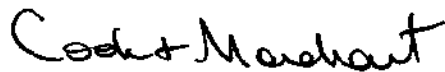
### ***Other Matters***

#### ***Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages and 3 - 8 and on pages 30-31, and the schedule of funding progress for retiree health, dental, and life plans on page 32, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

#### ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated July 8, 2014, on our consideration of Bossier Parish Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Bossier Parish Assessor's internal control over financial reporting and compliance.



Cook & Morehart  
Certified Public Accountants  
July 8, 2014

## **BOSSIER PARISH ASSESSOR**

### **MANAGEMENT'S DISCUSSION AND ANALYSIS**

Our discussion and analysis of Bossier Parish Assessor's financial performance provides an overview of the Bossier Parish Assessor's financial activities for the fiscal year ended December 31, 2013. Please read it in conjunction with the Assessor's financial statements, which begin on page 9.

### **FINANCIAL HIGHLIGHTS**

The Bossier Parish Assessor's net assets increased by \$1,244,618 or 12.3%.

The Bossier Parish Assessor's total general revenues were \$3,320,527 in 2013 compared to \$3,340,223 in 2012.

During the year ended December 31, 2013, the Bossier Parish Assessor had total expenses, excluding depreciation of \$2,296,066, compared to \$2,367,523 in 2012.

### **USING THIS ANNUAL REPORT**

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 9 and 10) provide information about the activities of the Bossier Parish Assessor as a whole and present a longer-term view of the Assessor's finances. Fund financial statements start on page 11. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Bossier Parish Assessor's operations in more detail than the government-wide statements by providing information about the Bossier Parish Assessor's most significant funds.

The Bossier Parish Assessor was determined to be a component unit of the Bossier Parish Police Jury. The Assessor is an independently elected official; however, the Assessor is fiscally dependent on the Bossier Parish Police Jury. The Police Jury maintains and operates the parish courthouse in which the Assessor's office is located and provides funds for equipment and furniture of the Assessor's office. In addition, the police jury's basic financial statements would be incomplete or misleading without inclusion of the Assessor. For these reasons, the Assessor was determined to be a component unit of the Bossier Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Bossier Parish Assessor.

### **Reporting the Bossier Parish Assessor as a Whole**

Our analysis of the Bossier Parish Assessor as a whole begins on page 9. One of the most important questions asked about the Bossier Parish Assessor's finances is "Is the Bossier

Parish Assessor as a whole better off or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the funds maintained by the Bossier Parish Assessor as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Bossier Parish Assessor's *net position* and changes in them. You can think of the Bossier Parish Assessor's net position – the difference between assets and liabilities – as one way to measure the Bossier Parish Assessor's financial health, or *financial position*. Over time, *increases* or *decreases* in the Bossier Parish Assessor's net position are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the Assessor's property tax base, to assess the overall health of the Assessor.

In the Statement of Net Position and the Statement of Activities, we record the funds maintained by the Bossier Parish Assessor as governmental activities:

Governmental activities – all of the expenses paid from the funds maintained by the Bossier Parish Assessor are reported here which consists primarily of personal services, materials and supplies, travel, and other program services. Ad valorem taxes finance most of these activities.

### **Reporting the Assessor's Most Significant Funds**

Our analysis of the major funds maintained by the Bossier Parish Assessor begins on page 11. The fund financial statements begin on page 11 and provide detailed information about the most significant funds maintained by the Bossier Parish Assessor – not the Bossier Parish Assessor as a whole. The Bossier Parish Assessor's *governmental funds* use the following accounting approaches:

Governmental funds – All of the Bossier Parish Assessor's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the Bossier Parish Assessor's general government operations and the expenses paid from those funds. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance certain Bossier Parish Assessor expenses. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Position and the Statement of Activities) and governmental *funds* in a reconciliation at the bottom of the fund financial statements.

## THE BOSSIER PARISH ASSESSOR AS A WHOLE

The Bossier Parish Assessor's total net position changed from a year ago, increasing from \$10,109,565 to \$11,354,183. Our analysis below will focus on key elements of the total governmental funds for both December 31, 2013 and 2012 years.

**Table 1**  
**Net Assets**

	Governmental Activities	
	2013	2012
Current and other assets	\$ 12,051,845	\$ 10,737,875
Capital assets	164,389	107,542
Total assets	<u>12,216,234</u>	<u>10,845,417</u>
Current liabilities	11,206	13,943
Long-term liabilities:		
Due within one year	10,422	9,383
Due in more than one year	840,423	712,526
Total liabilities	<u>862,051</u>	<u>735,852</u>
Net position:		
Investment in capital assets	164,389	107,542
Unrestricted	11,189,794	10,002,023
Total net position	<u>\$ 11,354,183</u>	<u>\$ 10,109,565</u>

Net position of the Bossier Parish Assessor's governmental activities increased by \$1,244,618 or 12.3%. Unrestricted net position, the part of net assets that can be used to finance Bossier Parish Assessor expenses without constraints or other legal requirements, increased from \$10,002,023 at December 31, 2012 to \$11,189,794 at December 31, 2013. The primary reason for the increase was a decrease in total expenses, primarily salary expense.

**Table 2**  
**Change in Net Assets**

	<u>Governmental Activities</u>	
	<u>2012</u>	<u>2012</u>
Revenues		
Program revenues		
Charges for services	\$ 261,903	\$ 278,664
General revenue		
Ad valorem taxes	2,987,179	3,024,994
Intergovernmental	260,936	259,016
Interest income	11,236	17,197
Miscellaneous	61,176	39,016
Total revenues	<u>3,582,430</u>	<u>3,618,887</u>
Expenses		
Property assessment	<u>2,337,812</u>	<u>2,395,193</u>
Increase in net position	<u>\$ 1,244,618</u>	<u>\$ 1,223,694</u>

Total revenues decreased \$36,567, or 1.0%, from total revenues in the year ended December 31, 2012 of \$3,618,887 to total revenues of \$3,582,430 in the year ended December 31, 2013.

The primary reasons for this decrease was an decline in property tax revenues and interest income.

### **THE ASSESSOR'S FUNDS**

As the Assessor completed the year, its governmental funds (as presented in the balance sheet on page 11) reported a fund balance of \$11,740,468, which is higher than last year's fund balance of \$10,267,824. The primary reason for this increase was the reduction in expenses.

### **General Fund Budgetary Highlights**

The Assessor adopted a budget for its General Fund for the year ended December 31, 2013. There were no amendments to the budget during the year. The Assessor's budgetary comparison is presented as required supplementary information and shown on page 30. Highlights for the year are as follows:

- Actual Ad valorem tax revenues were lower than budgeted due to disputed tax paid under protest and held in escrow.
- Salary expense lower than budget due to attrition.
- Miscellaneous income higher due to unbudgeted GIS map layer revenues.



- Capital outlay lower than budget due to cost savings on purchase of new vehicles.

The Assessor's General Fund balance of \$11,740,468 reported on page 12 differs from the General Fund's *budgetary* fund balance of \$8,768,892 reported in the budgetary comparison schedule on page 30. This is primarily due to the Assessor budgeting on the cash basis of accounting.

## CAPITAL ASSETS AND DEBT ADMINISTRATION

### Capital Assets

At the end of December 31, 2013 and 2012, the Bossier Parish Assessor had invested \$164,389 and \$107,542, respectively, in capital assets. (see table 3 below)

#### Capital Assets at Year End (Net Depreciation)

	Governmental Activities	
	2013	2012
Office equipment	\$ 10,606	\$ 20,382
Computer equipment	11,422	15,867
Building Improvements	47,383	52,933
Vehicles	94,978	18,360
Total assets	<u>\$ 164,389</u>	<u>\$ 107,542</u>

This year's major additions included:

Vehicles	\$ 103,485	\$
Total major additions	<u>\$ 103,485</u>	<u>\$</u>

More detailed information about the capital assets are presented in Note 6 to the financial statements.

## Debt Administration

Long-term liabilities of the Bossier Parish Assessor are summarized as follows:

**Table 4**  
**Outstanding Debt At Year End**

	<i>Governmental Activities</i>	
	<u>2013</u>	<u>2012</u>
Compensated absences	\$ 10,422	\$ 9,383
Other post-employment benefit obligation	840,423	712,526
Total	<u>\$ 850,845</u>	<u>\$ 721,909</u>

More detailed information about the long-term liabilities are presented in Note 13 to the financial statements.

## ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Bossier Parish Assessor's management considered many factors when setting a fiscal year December 31, 2014 budget. Property tax millage will remain at 3.36 mills.

*Non-capital expenditures for 2014 are expected to remain stable. Capital outlay is anticipated to be higher due to conversion to new CAMA software and associated hardware requirements.*

## CONTACTING THE ASSESSOR'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens and taxpayers with a general overview of the finances for those funds maintained by the Bossier Parish Assessor and to show the Bossier Parish Assessor's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Bossier Parish Assessor.

Bossier Parish Assessor  
Benton, Louisiana  
Statement of Net Position  
December 31, 2013

	<u>Governmental Activities</u>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 659,830
Investments	8,109,843
Receivables	3,250,198
Prepaid expenses	31,974
Capital assets (net)	<u>164,389</u>
Total assets	<u>12,216,234</u>
<b>LIABILITIES</b>	
Accounts payable and accrued expenses	11,206
Long-term liabilities:	
Due within one year	10,422
Due in more than one year	<u>840,423</u>
Total liabilities	<u>862,051</u>
<b>NET POSITION</b>	
Investment in capital assets	164,389
Unrestricted	<u>11,189,794</u>
Total net position	<u><u>\$ 11,354,183</u></u>

See accompanying notes to the basic financial statements.

Bossier Parish Assessor  
Benton, Louisiana  
Statement of Activities  
For the Year Ended December 31, 2013

	<u>Governmental Activities</u>
Expenses:	
General government	
Salaries	\$ 1,325,940
Group insurance	290,008
Other employee benefits	411,000
Office expense	242,385
Travel	26,733
Depreciation	<u>41,746</u>
Total expenses	<u>2,337,812</u>
Program revenues:	
Charges for services	<u>261,903</u>
Net program expenses	<u>(2,075,909)</u>
General revenues:	
Ad valorem taxes	2,987,179
Intergovernmental revenue	260,936
Interest income	11,236
Miscellaneous	<u>61,176</u>
Total general revenues	<u>3,320,527</u>
Change in net position	1,244,618
Net position - beginning	<u>10,109,565</u>
Net position - ending	<u><u>\$ 11,354,183</u></u>

See accompanying notes to the basic financial statements.

Bossier Parish Assessor  
Benton, Louisiana  
Balance Sheet  
Governmental Fund  
December 31, 2013

	<u>General Fund</u>
<b>Assets</b>	
Cash and cash equivalents	\$ 659,830
Investments	8,109,843
Receivables	3,250,198
Total assets	<u>\$ 12,019,871</u>
<b>Liabilities, Deferred Inflows of Resources, and Fund Balance</b>	
<b>Liabilities</b>	
Accounts payable and accrued expenses	\$ 11,206
Total liabilities	<u>11,206</u>
<b>Deferred inflows of resources</b>	
Unavailable revenue	
Property Tax	94,333
State revenue sharing	173,864
Total deferred inflows of resources	<u>268,197</u>
<b>Fund balance</b>	
Unassigned	<u>11,740,468</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 12,019,871</u>
Total fund balance - governmental funds	\$ 11,740,468
Amounts reported for governmental activities in the statement of net position are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	164,389
The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendible financial resources-prepaid insurance.	31,974
Long-term liabilities, including compensated absences and other post-employment benefit obligation are not due and payable in the current period and therefore are not reported in the governmental funds.	(850,845)
Other long-term assets are not available to pay for current-period expenditures and therefore reported as deferred inflows of resources in the fund statements.	<u>268,197</u>
Net position of governmental activities	<u>\$ 11,354,183</u>

See accompanying notes to the basic financial statements.

Bossier Parish Assessor  
Benton, Louisiana  
Statement of Revenues, Expenditures, and Changes in Fund Balances  
Governmental Fund  
For the Year Ended December 31, 2013

	<u>General Fund</u>
Revenues	
Ad valorem taxes	\$ 3,131,755
Intergovernmental revenue	259,646
Fees, charges and commissions for services	281,415
Interest income	11,236
Miscellaneous	<u>52,067</u>
Total revenues	<u>3,736,119</u>
Expenditures	
Current:	
Salaries	1,324,901
Group insurance	290,008
Other employee benefits	283,103
Office expense	249,245
Travel	26,733
Capital outlay	<u>89,485</u>
Total expenditures	<u>2,263,475</u>
Net change in fund balance	1,472,644
Fund balance at beginning of year	<u>10,267,824</u>
Fund balance at end of year	<u><u>\$ 11,740,468</u></u>

See accompanying notes to the basic financial statements.

Bossier Parish Assessor  
Benton, Louisiana  
Reconciliation of the Statement of Revenues, Expenditures, and Changes in  
Fund Balances of Governmental Funds to the Statement of Activities  
For the Year Ended December 31, 2013

Net change in fund balances - total governmental funds	\$ 1,472,644
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Amounts reported for governmental activities in the statement of activities are different because:

<i>Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay of \$89,485 exceeded depreciation expense of \$41,746 in the current period.</i>	47,739
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The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendable financial resources.	6,859
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Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.

Compensated absences	(1,039)
Net OPEB obligation	(127,897)

A gain on disposal of capital assets is recorded in the statement of activities but is not recognized in the fund statements.	9,109
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Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	(162,797)
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Change in net position of governmental activities	<div style="border-top: 1px solid black; border-bottom: 3px double black; padding: 2px 0;">\$ 1,244,618</div>
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See accompanying notes to the basic financial statements.

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013

## INTRODUCTION

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected *by the voters of the parish and serves a four-year term. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and provides assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and pecuniary responsible for the actions of the deputies.*

The Assessor's office is located in the Bossier Parish Courthouse in Benton, Louisiana. The Assessor employs twenty-two employees, all are considered deputies. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

For 2013, there are 60,511 real property and movable property assessments totaling \$790,667,660 and \$345,299,280, respectively. This represents an increase of 434 assessments totaling \$43,739,700 over the prior year, caused primarily by the growth in the parish during the year.

### (1) Summary of Significant Accounting Policies

The Bossier Parish Assessor's financial statements are prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements – and Management's Discussion and Analysis–for State and Local Governments*, issued in June 1999. The more significant accounting policies established in GAAP and used by the Bossier Parish Assessor are discussed below.

#### A. Reporting Entity

The Assessor is an independently elected official; however, the Assessor is fiscally dependent on the Bossier Parish Police Jury. The Police Jury maintains and operates the parish courthouse in which the Assessor's office is located and provides funds for equipment and furniture of the Assessor's office. In addition, the police jury's basic financial statements would be incomplete or misleading without inclusion of the Assessor. For these reasons, the Assessor was determined to be a component unit of the Bossier Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

(Continued)



Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

**B. Basic Financial Statements – Government-Wide Statements**

The Bossier Parish Assessor's basic financial statements include both government-wide (reporting the funds maintained by the Bossier Parish Assessor as a whole) and fund financial statements (reporting the Bossier Parish Assessor's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Bossier Parish Assessor's general fund is classified as governmental activities. The Bossier Parish Assessor does not have any business-type activities.

In the government-wide Statement of Net Position, the governmental activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables. The Bossier Parish Assessor's net position is reported in two parts – investment in capital assets and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of each of the Bossier Parish Assessor's functions. The functions are supported by general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by any related program revenues, which must be directly associated with the function. The assessor's program revenues consisted of charges for services, including permits and intergovernmental reimbursements. The net costs (by function) are covered by general revenues.

This government-wide focus is more on the sustainability of the Bossier Parish Assessor as an entity and the change in the Bossier Parish Assessor's net position resulting from the current year's activities.

**C. Basic Financial Statements – Fund Financial Statements**

The financial transactions of the Bossier Parish Assessor are recorded in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the Bossier Parish Assessor:

Governmental Funds – the focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental fund of the Bossier Parish Assessor:

- a. General fund is the general operating fund of the Bossier Parish Assessor. It is used to account for all financial resources except those required to be accounted for in another fund.

(Continued)

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

The emphasis in fund financial statements is on the major funds in the governmental category. GASB Statement No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The Assessor's general fund was determined to be a major fund.

**D. Basis of Accounting**

Basis of accounting refers to the point at which revenues or expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

**1. Accrual:**

The governmental funds in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Revenues of the Bossier Parish Assessor consist principally of property taxes, other intergovernmental revenues, charges for services, and interest income. Property taxes are recorded in the year in which the taxes are levied. Property taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. Interest income is recorded when earned. Intergovernmental revenues are recorded when received in cash because they are generally not measurable until actually received.

**2. Modified Accrual:**

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this rule is that principal and interest on general obligation long-term debt, if any, is recognized when due. Depreciation is not recognized in the governmental fund financial statements.

**E. Budgets**

*The Bossier Parish Assessor follows these procedures in establishing the budgetary data reflected in these financial statements:*

1. The Bossier Parish Assessor prepares a proposed budget and holds a public hearing no later than fifteen days prior to the beginning of each fiscal year.
2. The budget is adopted at the public hearing.
3. All budgetary appropriations lapse at the end of each fiscal year.

(Continued)

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

F. Cash and Cash Equivalents

Cash includes amounts in petty cash, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the district may deposit funds in demand deposits, interest-bearing demand deposits, or money market accounts with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

G. Investments

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are carried at cost, which approximates market.

H. Capital Assets

Capital assets purchased or acquired with an original cost of \$2,500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Office equipment	5 – 7 years
Computer equipment	3 – 5 years
Vehicles	5 – 7 years

I. Compensated Absences

Full-time employees of the Assessor earn one-half day of paid time off (PTO) for each year of eligible service. Any earned PTO not taken will be paid upon separation. Sick leave benefits are also available. Sick leave earned but not taken will not be paid upon separation.

J. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

(Continued)

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

K. Prepaid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the government-wide financial statements.

L. Deferred Inflows of Resources

The Assessor's governmental fund reports a separate section for *deferred inflows of resources*. This separate financial statement element reflects an increase in net position that applies to a future period. The Assessor will not recognize the related revenues until a future event occurs. The Assessor has one type of this item which occurs because governmental fund revenues are not recognized until available (collected not later than 60 days after the end of the Assessor's fiscal year) under the modified accrual basis of accounting that qualifies for reporting in this category. Accordingly, the item "unavailable revenue" consisting of ad valorem property taxes and state revenue sharing are reported in the governmental fund balance sheet. The Assessor did not have deferred inflows of resources to report in its government-wide financial statement for the current year.

M. Net Position

Net position represents the difference between assets and liabilities. Net position invested in capital assets consist of capital assets net of accumulated depreciation. Net position is reported as restricted when there are limitations imposed on its use either through constitutional provisions or enabling legislation adopted by the Assessor or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. It is the policy of the Assessor to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available.

N. Fund Balance

In the governmental fund financial statements, fund balances are classified as follows:

1. **Nonspendable** - amounts that cannot be spent either because they are not in spendable form or because they are legally or contractually required to be maintained intact.
2. **Restricted** -- amounts that can be spent only for specific purposes due to constraints placed on the use of resources that are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. **Committed** - amounts that can be used only for the specific purposes as a result of constraints imposed by the Assessor (the Entity's highest level of decision making authority). Committed amounts cannot be used for any other purpose unless the judge removes those constraints by taking the same type of action (i.e. legislation, resolution, ordinance).

(Continued)

Bossier Parish Assessor  
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Notes to Financial Statements  
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4. Assigned - amounts that are constrained by the Assessor's intent to be used for specific purposes, but are neither restricted nor committed.
5. Unassigned - all amounts not included in other spendable classifications

The Assessor's policy is to apply expenditures against restricted fund balance and then to other, less-restrictive classifications – committed and then assigned fund balances before using unassigned fund balances.

The calculation of fund balance amounts begins with the determination of nonspendable fund balances. Then restricted fund balances for specific purposes are determined (not including non-spendable amounts). Then any remaining fund balance amounts for the non-general funds are classified as restricted fund balance. It is possible for the non-general funds to have negative unassigned fund balance when non-spendable amounts plus the restricted fund balances for specific purpose amounts exceeds the positive fund balance for the non-general fund.

(2) New Accounting Standard

Effective January 1, 2013, the Assessor implemented the following GASB statement: GASB Statement No. 65, *"Items Previously Reported as Assets and Liabilities."* This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities.

(3) Levied Taxes

The Assessor authorized and levied a 3.36 millage for property taxes for 2013. Approximately fifteen percent (15%) of the Assessor's property tax revenue is derived from ten taxpayers in the parish.

(Continued)

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

(4) Cash, Cash Equivalents, and Investments

At December 31, 2013, the Assessor has cash, cash equivalents and investments (book balances), totaling \$8,769,673 as detailed below.

A. Cash and Cash Equivalents

Cash and cash equivalents at December 31, 2013 (book balances) consists of demand deposits and savings account totaling \$659,830. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) *must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank*. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

B. Investments

At December 31, 2013, the Assessor has investments totaling \$8,109,843 as follows:

Investments in Louisiana Asset Management	
Pool (LAMP)	\$ 8,087,461
Certificates of deposit	<u>22,382</u>
Total investments	<u>\$ 8,109,843</u>

The Louisiana Asset Management Pool (LAMP) is a local government investment pool. In accordance with GASB codification section 150.126, the investment in LAMP at the Bossier Parish Assessor is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

(Continued)

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA-R.S. 33:2955(A)(1)(h) which allows municipalities, parishes, school boards, and any other political subdivisions of the State to invest in "Investment grade (A-1/P-1) commercial paper of domestic United States corporations." Effective October 1, 2001, LAMP's Investment Guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based upon quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

The certificates of deposits have initial maturities greater than 90 days and are carried at cost, which approximates market.

C. Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of December 31, 2013, \$97,002 of the Assessor's bank balances totaling \$737,903 were exposed to custodial credit risk as uninsured and collateral held by the pledging bank's trust department not in the District's name.

(5) Receivables

The following is a summary of receivables in the General Fund at December 31, 2013:

Property taxes	\$ 2,936,273
State revenue sharing	173,864
License and Permits	100,146
Other	39,815
	<u>\$ 3,250,198</u>

(Continued)

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

(6) Capital Assets

Capital asset activity for the year ended December 31, 2013, was as follows:

	Balance at Jan. 1, 2013	Additions	Deletions	Balance at Dec. 31, 2013
<u>Governmental Activities:</u>				
Capital asset, being depreciated:				
Office Equipment	\$ 86,847	\$	\$	\$ 86,847
Computer Equipment	39,739		(2,629)	37,110
Building Improvements	55,500			55,500
Vehicles	65,163	103,485	(29,349)	139,299
Total capital assets, being depreciated at historical cost	<u>247,249</u>	<u>103,485</u>	<u>(31,978)</u>	<u>318,756</u>
Less accumulated depreciation:				
Office Equipment	(66,465)	(9,776)		(76,241)
Building Improvements	(2,567)	(5,550)		(8,117)
Computer Equipment	(23,872)	(4,445)	2,629	(25,688)
Vehicles	(46,803)	(21,975)	24,457	(44,321)
Total accumulated depreciation	<u>(139,707)</u>	<u>(41,746)</u>	<u>27,086</u>	<u>(154,367)</u>
Total capital assets, being depreciated, net	<u>107,542</u>	<u>61,739</u>	<u>(4,892)</u>	<u>164,389</u>
Governmental activities capital assets, net	<u>\$ 107,542</u>	<u>\$ 61,739</u>	<u>\$ (4,892)</u>	<u>\$ 164,389</u>

Depreciation expense for the year ended December 31, 2013, was \$41,746.

(Continued)



Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

(7) Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses at December 31, 2013, consisted of the following:

Refundable Bonds	\$ 3,980
Compensated absences	5,211
Accounts	<u>2,015</u>
	<u>\$ 11,206</u>

(8) Pension Plan

Substantially all employees of the Assessor are members of the Louisiana Assessor's Retirement System, a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All full-time employees who are under the age of 60 at the time of original employment and are not drawing retirement benefits from any other public retirement system in Louisiana are required to participate in the system. Employees who retire at or after age 55 with at least 12 years of creditable service or at or after age 50 with at least 30 years of creditable service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of credited service, not to exceed 100% of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166-1786, or by calling (318) 425-4446.

Plan members are required by state statute to contribute 8% of their annual covered salary and the Assessor's office is required to contribute at an actuarially determined rate. The current rate as of December 31, 2013, was 13.5% of annual covered payroll. Contributions to the System also include one-fourth of 1% (1% for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. The contribution requirements of plan members and the Assessor are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Assessor's contributions to the System for years ended December 31, 2013, 2012 and 2011, were approximately \$168,216, \$174,899, and \$162,646, respectively.

(Continued)

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

Substantially all employee of the Assessor are eligible to participate in the State of Louisiana *Deferred Compensation Plan*. This defined contribution plan allows employees to elect to defer up to 8% of their salary until they reach retirement age. The Assessor matched up to 75% of the employee's contribution for 2013, and 50% of the employee's contribution for 2012 and 25% of the employee's contribution for 2011, and employees contributing to the plan are immediately vested in the employer contribution. Cost of the deferred compensation plan recognized by the Assessor for the years ended December 31, 2013, 2012 and 2011, total approximately \$75,784, \$43,241, and \$13,922, respectively.

(9) Other Postretirement Benefits

**Plan Description** – The Bossier Parish Assessor retiree medical, dental and life benefit plans are provided through a comprehensive single employer plan and are made available to employees upon actual retirement.

Most employees are covered by the Louisiana Assessors' Retirement Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 12 years of service. For the few employees not covered by that system, the same retirement eligibility has been assumed. Complete plan provisions are included in the official plan documents.

Dental insurance coverage is provided to retirees. The employer pays 100% of the cost of the dental insurance for the retirees but not for dependents. We have used the unblended rates provided and included the cost of dental insurance with the medical insurance in this valuation. All of the assumptions used for the valuation of the medical benefits have been used for dental insurance except for the trend assumption; zero trend was used for dental insurance.

Life insurance coverage is provided to retirees and the blended rate (active and retired) is approximately \$0.837 per \$1,000 of insurance. The amount of insurance coverage while active is continued after retirement, but retiree insurance coverage amounts are reduced at age 65 to 65% of the original amount and to 50% of the original amount at age 70. The employer pays 100% of the cost of the retiree life insurance. Since GASB 45 requires the use of "unblended" rates, we have used the 94GAR mortality table described below to "unblend" the rates so as to reproduce the composite blended rate overall as the rate structure to calculate the actuarial valuation results for life insurance. All of the assumptions used for the valuation of the medical benefits have been used except for the trend assumption; zero trend was used for life insurance.

**Contribution Rates** – Employees do not contribute to their post-employment benefits costs until they become retirees and begin receiving those benefits. The plan provisions and contribution rates are contained in the official plan documents.

**Fund Policy** – Until 2008, the Bossier Parish Assessor recognized the cost of providing post-employment medical and life insurance benefits (the Bossier Parish Assessor's portion of the retiree medical and life insurance benefit premiums) as an expense when the benefit premiums were due and thus financed the cost of the post-employment benefits on a pay-as-you-go basis. In 2013 and 2012, the Assessor's portion of health care and life insurance funding cost for retired employees totaled \$59,499 and \$55,092, respectively.

(Continued)

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

Effective January 1, 2008, the Bossier Parish Assessor implemented Government Accounting Standards Board Statement Number 45, *Accounting and Financial Reporting by Employers for Post employment Benefits Other than Pensions* (GASB 45). This amount was applied toward the Net OPEB Benefit Obligation as shown in the following table.

**Annual Required Contribution** – The Bossier Parish Assessor's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB 45. The ARC is the sum of the Normal Cost plus the contribution to amortize the Unfunded Actuarial Accrued Liability (UAAL). A level dollar, open amortization period of 30 years (the maximum amortization period allowed by GASB 43/45) has been used for the post-employment benefits. The actuarially computed ARC is as follows:

	<u>2013</u>	<u>2012</u>
Normal cost	\$ 85,014	\$ 81,744
30-year UAL amortization amount	115,087	110,661
Annual required contribution (ARC)	<u>\$ 200,101</u>	<u>\$ 192,405</u>

**Net Post-employment Benefit Obligation (Asset)** – The table below shows the Bossier Parish Assessor's Net Other Post-employment Benefit (OPEB) Obligation for fiscal years ending December 31:

	<u>2013</u>	<u>2012</u>
Beginning Net OPEB Obligation	\$ 712,526	\$ 585,655
Annual required contribution	200,101	192,405
Interest on Net OPEB Obligation	28,500	23,426
ARC Adjustment	<u>(41,205)</u>	<u>(33,868)</u>
OPEB Cost	187,396	181,963
Contribution	-	-
Current year retiree premium	<u>(59,499)</u>	<u>(55,092)</u>
Change in Net OPEB Obligation	<u>127,897</u>	<u>126,871</u>
Ending Net OPEB Obligation	<u>\$ 840,423</u>	<u>\$ 712,526</u>

The following table shows the Bossier Parish Assessor's annual post-employment benefits (PEB) cost, percentage of the cost contributed, and the net unfunded post-employment benefits (PEB) liability for last year and this year:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual Cost Contributed</u>	<u>Net OPEB Liability (Asset)</u>
December 31, 2013	\$ 187,396	31.75%	\$ 840,423
December 31, 2012	\$ 181,863	30.28%	\$ 712,526
December 31, 2011	\$ 176,806	28.85%	\$ 585,655

(Continued)

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

**Funded Status and Funding Progress** – In 2013 and 2012, the Bossier Parish Assessor made no contributions to its post-employment benefits plan. The plan is not funded, has no assets, and hence has a funded ratio of zero. Based on the January 1, 2011 actuarial valuation, the most recent valuation, the Actuarial Accrued Liability (AAL) at the end of the year December 31, 2013 was \$1,990,122 which is defined as that portion, as determined by a particular actuarial cost method (the Bossier Parish Assessor uses the Projected Unit Credit Cost Method), of the actuarial present value of post-employment plan benefits and expenses which is not provided by normal cost.

	<u>2013</u>	<u>2012</u>
Actuarial Accrued Liability (AAL)	\$ 1,990,122	\$ 1,913,579
Actuarial Value of Plan Assets (AVP)	-	-
Unfunded Act. Accrued Liability (UAAL)	<u>\$ 1,990,122</u>	<u>\$ 1,913,579</u>
 Funded Ratio (AVP/AAL)	 0.00%	 0.00%
 Covered Payroll (active plan members)	 \$ 1,316,105	 \$ 1,403,944
UAAL as a percentage of covered payroll	151.21%	136.30%

**Actuarial Methods and Assumptions** – Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. The actuarial valuation for post-employment benefits includes estimates and assumptions regarding (1) turnover rate; (2) retirement rate; (3) health care cost trend rate; (4) mortality rate; (5) discount rate (investment return assumption); and (6) the period to which the costs apply (past, current, or future years of service by employees). Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

The actuarial calculations are based on the types of benefits provided under the terms of the substantive plan (the plan as understood by the Bossier Parish Assessor and its employee plan members) at the time of the valuation and on the pattern of sharing costs between the Bossier Parish Assessor and its plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the Bossier Parish Assessor and plan members in the future. Consistent with the long-term perspective of actuarial calculations, the actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial liabilities and the actuarial value of assets.

**Actuarial Cost Method** – The ARC is determined using the Projected Unit Credit Cost Method. The employer portion of the cost for retiree medical care in each future year is determined by projecting the current cost levels using the healthcare cost trend rate and discounting this projected amount to the valuation date using the other described pertinent actuarial assumptions, including the investment return assumption (discount rate), mortality and turnover.

(Continued)

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

**Actuarial Value of Plan Assets** – There are not any plan assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Statement 45.

**Turnover Rate** – An age-related turnover scale based on actual experience has been used. The rates, when applied to the active employee census, produce a composite average annual turnover of approximately 17%.

**Post-employment Benefit Plan Eligibility Requirements** – Based on past experience, it has been assumed that entitlement to benefits will commence four years after eligibility to enter the D.R.O.P. Medical benefits are provided to employees upon actual retirement. Most employees are covered by the Louisiana Assessors' Retirement Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 12 years of service. For the few employees not covered by that system, the same retirement eligibility has been assumed.

**Investment Return Assumption (Discount Rate)** – GASB Statement 45 states that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (that is, for a plan which is funded). Based on the assumption that the ARC will not be funded, a 4% annual investment return has been used in this valuation.

**Health Care Cost Trend Rate** – The expected rate of increase in medical cost is based on a graded schedule beginning with 8% annually, down to an ultimate annual rate of 5.0% for ten years out and later.

**Mortality Rate** – The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rate and 50% of the unloaded female mortality rates, was used. This is recently published mortality table which has been used in determining the value of accrued benefits in defined benefit pension plans. Projected future mortality improvement has not been used since it is our opinion that this table contains sufficiently conservative margin for the population involved in this valuation.

**Method of Determining Value of Benefits** – The "value of benefits" has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays 100% of the cost of the medical, dental and life insurance for the retirees only and not for dependents. The rates provided applicable before age 65 are "blended" rates. Since GASB 45 mandates that "unblended" rates be used, we have estimated the "unblended" rates for retired before Medicare eligibility to be 130% of the blended rate.

(Continued)

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

**Inflation Rate** - Included in both the Investment Return Assumption and the Healthcare Cost Trend rates above is an implicit inflation assumption of 2.50% annually.

**Projected Salary Increases** - This assumption is not applicable since neither the benefit structure nor the valuation methodology involves salary.

**Post-retirement Benefit Increases** - The plan benefit provisions in effect for retirees as of the valuation date have been used and it has been assumed for valuation purposes that there will not be any changes in the future.

**Below is a summary of OPEB cost and contributions for the last three fiscal calendar years.**

	OPEB Costs and Contributions		
	FY 2011	FY 2012	FY 2013
OPEB Cost	\$ 176,806	\$ 181,963	\$ 187,396
Contribution	-	-	-
Retiree premium	51,011	55,092	59,499
Total contribution and premium	51,011	55,092	59,499
Change in net OPEB obligation	\$ <u>125,795</u>	\$ <u>126,871</u>	\$ <u>127,897</u>
% of contribution to cost	0.00%	0.00%	0.00%
% of contribution plus premium to cost	28.85%	30.28%	31.75%

(10) Expenditures of the Assessor Paid by the Police Jury

The Assessor's office is located in the Bossier Parish Courthouse. Expenditures for operations and maintenance of the parish courthouse, as required by state statute, are paid by the Bossier Parish Police Jury and are not included in the expenditures of the Assessor.

(11) Risk Management

The Assessor is exposed to various risks of loss related to torts; theft of, damage to and destruction of its assets; errors and omissions; injuries to employees; and natural disasters. The Assessor carries commercial insurance to cover risks of loss. There were no significant reductions in insurance coverage from the prior year.

(Continued)

Bossier Parish Assessor  
Benton, Louisiana  
Notes to Financial Statements  
December 31, 2013  
(Continued)

(12) Leases

The Assessor has several operating lease agreements for office equipment and one lease for office space. During 2013, total payments under these leases were \$17,952. The minimum annual commitments under leases are as follows:

Year Ending December 31,	
2014	\$ 7,877
2015	7,877
2016	<u>6,000</u>
	<u>\$ 21,754</u>

(13) Long-term Liabilities

Long-term liability activity for the year ended December 31, 2013, was as follows:

	Beginning Balance	Additions	Reductions	Ending Balance	Amounts Due Within One Year
Other post-employment benefit obligations	\$ 712,526	\$ 127,897	\$	\$ 840,423	\$
Compensated absences	<u>14,075</u>	<u>44,016</u>	<u>(42,458)</u>	<u>15,633</u>	<u>15,633</u>
Governmental Activities long-term liabilities	<u>\$ 726,601</u>	<u>\$ 171,913</u>	<u>\$ (42,458)</u>	856,056	15,633
Less amounts due within period of availability - recorded in accounts payable				<u>(5,211)</u>	<u>(5,211)</u>
Total long-term liabilities, government-wide statements				<u>\$ 850,845</u>	<u>\$ 10,422</u>

(14) Subsequent events

Subsequent events have been evaluated through July 8, 2014, the date the financial statements were available to be issued.

(15) Commitments

The Assessor signed a contract on December 10, 2013 for new software totaling \$148,000. As of December 31, 2013, no expenses had been incurred on this contract.

Bossier Parish Assessor  
Benton, Louisiana  
Schedule of Revenues, Expenditures, and Changes in Fund Balances  
Budget (Cash Basis) and Actual  
General Fund  
For the Year Ended December 31, 2013

	Budgeted Amounts Original & Final	Actual Amounts (Budgetary Basis)	Variance- Favorable (Unfavorable)
<b>Revenues</b>			
Ad valorem taxes	\$ 3,059,296	\$ 2,950,900	\$ (108,396)
Licenses and permits	169,000	149,966	(19,034)
Intergovernmental revenue	255,000	259,646	4,646
Fees, charges and commissions for services	46,000	47,147	1,147
Interest income	19,432	11,236	(8,196)
Miscellaneous	25,000	50,222	25,222
<b>Total revenues</b>	<b>3,573,728</b>	<b>3,469,117</b>	<b>(104,611)</b>
<b>Expenditures</b>			
Current:			
Salaries	1,365,549	1,324,382	41,167
Group insurance	322,339	290,008	32,331
Other employee benefits	248,701	283,103	(34,402)
Office expense	307,138	283,547	23,591
Travel	30,000	26,733	3,267
Capital outlay	154,500	89,485	65,015
<b>Total expenditures</b>	<b>2,428,227</b>	<b>2,297,258</b>	<b>130,969</b>
<b>Net change in fund balance</b>	<b>1,145,501</b>	<b>1,171,859</b>	<b>26,358</b>
<b>Fund balances at beginning of year</b>	<b>7,420,020</b>	<b>7,597,033</b>	<b>177,013</b>
<b>Fund balances at end of year</b>	<b>\$ 8,565,521</b>	<b>\$ 8,768,892</b>	<b>\$ 203,371</b>

The accompanying notes are an integral part of this statement.



Bossier Parish Assessor  
Benton, Louisiana  
Notes to Required Supplementary Information  
December 31, 2013

The Assessor's budget is adopted on a cash basis for all funds. There were no amendments to the 2013 budget. Budget comparison statements included in the accompanying financial statements include the original and adopted budget. The schedule below reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the budget basis with GAAP basis:

	<u>General Fund</u>
Excess of revenues and other sources over expenditures and other uses (budget basis)	\$ 1,171,859
Adjustments:	
Revenue accruals – net	267,002
Expenditure accruals – net	<u>33,783</u>
Excess of revenues and other sources over expenditures and other uses (GAAP basis)	<u>\$ 1,472,644</u>

Bossier Parish Assessor  
Benton, Louisiana  
Schedule of Funding Progress for Retiree Health, Dental, and Life Plans  
For the Year Ended December 31, 2013

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
1/1/2011	0	1,839,980	1,839,980	0	1,299,054	142%
1/1/2008	0	2,017,462	2,017,462	0	1,314,655	153%

# COOK & MOREHART

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Report on Internal Control Over Financial Reporting and on  
Compliance and Other Matters Based on an Audit of Financial Statements  
Performed In Accordance With Government Auditing Standards

## Independent Auditor's Report

Bossier Parish Assessor  
Benton, Louisiana

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and major fund of the Bossier Parish Assessor as of and for the year ended December 31, 2013, and the related notes to the financial statements, which collectively comprise the Bossier Parish Assessor's basic financial statements, and have issued our report thereon dated July 8, 2014.

### Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Bossier Parish Assessor's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Bossier Parish Assessor's internal control. Accordingly, we do not express an opinion on the effectiveness of the Bossier Parish Assessor's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

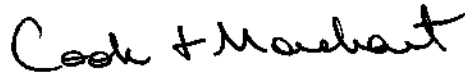
Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

## **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Bossier Parish Assessor's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Cook & Morehart  
Certified Public Accountants  
July 8, 2014

Bossier Parish Assessor  
Benton, Louisiana  
Summary Schedule of Audit Findings  
December 31, 2013

**Summary Schedule of Prior Audit Findings**

There were no findings for the prior year audit for the year ended December 31, 2012.

**Corrective Action Plan for Current Year Audit Findings**

There are no findings for the current year audit for the year ended December 31, 2013.